

APPENDIX B

Publications Numbering System

B-1. The numbering of USACE Command publications is regulated by the Office of the PCO through the use of a numbering system basically derived from the current DA system, but modified to meet specific Corps of Engineers requirements. USACE publications are identified by a three-part number as follows:

a. The first part, representing the basic series, is a number assigned according to a classification by subject matter, as shown in Table 2-4 of AR 25-30 (Figure B-1) and in the USACE special numbers addendum (Figure B-2).

b. The second part, representing the applicable functional area, is a number assigned according to the following criteria:

<u>Number</u>	<u>Functional Area</u>
1	General (broad application, may encompass both Civil Works and Military)
2	Civil Works
3	Army
4	Air Force
5	Other than Army/Air Force (could include Atomic Energy Commission, Navy, Air National Guard, NASA, and Civil Defense)
6	Engineer Support to U.S. Postal Service

c. The third part, representing the numerical order of issuance (control number) within each category (ER, EC, etc.), relative to both the applicable basic series and functional area, is assigned sequentially by the PCO. An exception to this general rule is EMs in the 1110-1 and -2 series, the third part of which is a series number derived from a secondary classification by subject matter, as shown in Figure B-3. The numerical order of issuance (control number) for these EMs is

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expressed by the numbers between each series, e.g., between 2000 and 2100, the number 2001 to 2099 would be assigned sequentially to express the numerical order of issuance for EMs dealing with **AConcrete.**

B-2. A numbering sample of a USACE publication may be ER 10-1-2, in which the first part (10) denotes **AOrganization and Functions**, the second part (1) denotes **AGeneral** (broad application-...) (para 1b above), and the third part (2) denotes the 2nd publication issued within the 10-1 series.

Table 2-4. Series numbers and titles for administrative publications

Series Number: 1

Title: Administration

Description: Administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions not specifically provided for in other series.

Series Number: 5

Title: Management

Description: Policies and principles of Army management doctrine; development and application of work measurements; techniques of work simplification; management review, analysis, and surveys; and other matters pertaining to planning, organizing, directing, and controlling the use of resources not specifically provided for in other series.

Series Number: 10

Title: Organization and Functions

Description: Organization, mission, responsibilities, duties, and functions of DOD and DA.

Series Number: 11

Title: Army Programs

Description: Policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Series Number: 12

Title: Security Assistance and International Logistics

Description: Responsibilities, policies, functions, and procedures pertaining to security assistance; management, supervision, and conduct of international logistics activities of the Grant Aid and Foreign Military Sales programs. Planning and furnishing of logistical support to meet requirements of foreign governments, international organizations, or forces.

Figure B-1. DA Classification/Numbering System (AR 25-30)

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Series Number: 15

Title: Boards, Commissions, and Committees

Description: Establishment, mission, membership, and functions of boards, commissions, and committees which are internal or external to DA and on which the Army provides representation.

Series Number: 18 (Being converted to 25-70 through 25-89.)

Title: Army Automation

Description: See 25-70 through 25-89

Series Number: 20

Title: Assistance, Inspections, Investigations, and Follow up

Description: Inquiries, investigations, and inspections that are conducted by the Inspector General and other inspectors general and that concern performance of missions and the state of discipline, efficiency, and economy of the DA. Excludes security and criminal investigation and material inspections that are placed in other appropriate subject series.

Series Number: 25

Title: Information Management

Description: Development and implementation of plans, policies, program guidance, and responsibilities for management of Information Mission Area resources; covers activities pertaining to telecommunications, automation, records management, publishing and printing, visual information, libraries, and the establishment of information and reporting requirements. Also includes policies and procedures for control of management information reports and automatic data processing products being generated and distributed within and between Army elements and to agencies external to DA.

a. Subnumbers 25-1 through 25-9, Information Management: Management of Subdisciplines. See 25 series above.

b. Subnumbers 25-10 through 25-29, Information Management: Telecommunications. Policy, direction, planning, testing, and operation of communications and electronics systems such as radio, telephone, teletypewriter, and radar.

c. Subnumbers 25-30 through 25-49, Information Management: Publishing and Printing. Policies and procedures for preparation, review, approval, production, and distribution of official publications; media and numbering; forms management; field printing and duplicating; and

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

implementation of public laws and Government regulations on printing and duplicating. Procedures for issue of command orders and publications. (Criteria for manpower and equipment requirements are placed in the 570 series.) Indexes, Army dictionary, abbreviations, and other issuances necessary to understand Army publications, and DOD and other publications used by the Army.

d. Subnumbers 25-50 through 25-69, Information Management: Records Management. Policies, procedures, and formats for preparing Army correspondence; channels of communication; and office symbols used by the Army. Receipt, distribution, preparation, transmission of mail; control and methods of transmitting official mail; mailing addresses; and implementation of plans, policies, and program guidance pertaining to computer resources that are acquired, developed, operated, managed, or supported by Army elements regardless of design application, capacity, configuration, cost, functional or organizational proponent, user, or source of funding; supervision, coordination, and integration of overall Army automation information; establishment, maintenance, and supervision of standardized and automated systems other matters relating to mail service. Maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; microfilming of Army records; information pertaining to filing equipment; document reproduction; safeguarding nondefense information; and release of information and records contained in Army files.

e. Subnumbers 25-70 through 25-89, Information Management: Automation. Development for DA; and selection, acquisition, and management of Army automation equipment.

f. Subnumbers 25-90 through 25-95, Information Management: Visual Information. Policies, procedures, and responsibilities for directing, planning, programming, and implementing audiovisual system requirements. Includes all still and motion picture photography and television, other than Army-Air Force Motion Picture Service matters that are in the 28 series; also includes organization, functions, and operation of the Army training aids center system.

g. Subnumbers 25-96 through 25-100, Information Management: Libraries-Information Centers. Policies and procedures for management of Army libraries-information centers, guidance on library technology, and establishment of standards, operating procedures, and union lists.

Series Number: 27

Title: Legal Services

Figure B-1. DA Classification/Numbering System (AR25-30) (Continued)

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Description: Judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishments; investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

Series Number: 28 (Being converted to 215 series.)

Title: Welfare, Recreation, and Morale

Description: See 215 series.

Series Number: 30

Title: Food Program

Description: Commodities, resources, and services used; facilities operated (including commissaries); and functions performed in the supply and service of food.

Series Number: 32

Title: Clothing and Textile Materiel

Description: Functions and procedures regarding the integrated supply management of clothing and textile materiel items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. Excludes descriptions and wearing of items of the uniforms that are contained in the 670 series.

Series Number: 34

Title: Standardization

Description: Standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to effect interchangeability of items. Standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development.

Series Number: 36

Title: Audit

Description: Authority, responsibilities, organization, and policies relating to auditing service

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

in DA; action required on U.S. Army Audit Agency reports; and audit procedures for nonappropriated and similar funds. Policy and procedures relating to audits made by the U.S. General Accounting Office.

Series Number: 37

Title: Financial Administration

Description: Policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army management structure and fiscal code, and related reporting.

Series Number: 40

Title: Medical Services

Description: Composition, mission, responsibilities, and functions of the Army Medical Department and its related corps. Covers administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

Series Number: 50

Title: Nuclear and Chemical Weapons and Materiel

Description: Policies, studies and reviews, controls, and operating procedures pertaining to the safety and reliability of nuclear weapons and related materiel, including prevention of weapons; accidents, incidents, unauthorized detonation, and safe jettison. Also includes procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related-accounting and reporting of nuclear weapons and materiel.

Series Number: 55

Title: Transportation and Travel

Description: Transportation planning, programming, and staff supervision of transportation components; movement of Army passengers, cargo, mail, household goods, privately owned vehicles (POVs), and personal baggage by various modes of transportation; use of container express (CONEX) service; customs clearance; travel of Army personnel and dependents; military

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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traffic management activities; and transportation facilities. Publications pertaining to specific modes of transportation and travel are placed in the 56 and 59 series.

Series Number: 56

Title: Surface Transportation

Description: Administration, registration, operation, and management of motor vehicles and motor pools; hiring of motor vehicles; inventory control and reporting; maintenance cost report; safety inspection of POVs; transportation of dependent school children; and use of highways. Operation and control of Army railroads and rail equipment. Also includes organization, functions, operation, and services of Army water terminals and other port activities.

Series Number: 59

Title: Air Transportation

Description: Air movement of persons, baggage, and cargo by the Military Airlift Command or commercial airlift; air traffic facilities and activities; arrangements for air transportation; and aerial terminals and ports.

Series Number: 60

Title: Exchange Service

Description: Establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army and Air Force Exchange Service and exchanges at installations).

Series Number: 66

Title: Courier Service

Description: Procedures and instructions pertaining to transmission of material requiring protected handling by military courier. Includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required.

Series Number: 70

Title: Research, Development, and Acquisition

Description: Policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and use of human resources can be devised and introduced into the Army inventory; studies to establish technical adequacy and

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

qualitative characteristics of materiel; exchange of and access to technical and scientific information; collaboration on changes and modifications of development items based on results of studies and tests; and policies and procedures for materiel acquisition system management.

Series Number: 71

Title: Force Development

Description: Development and formulation of new or revised doctrines, organizations, materiel objectives and requirements and their integration into the Army; requirements for a projected force structure; establishment of quantitative operational requirements for new equipment; procedures for preparation and publication of authorization documents; and modernization and replacement of existing equipment.

Series Number: 73

Title: Test and Evaluation

Description: Policies, procedures, responsibilities, and standards for the Army's test and evaluation mission; implements the policies and procedures contained in DOD directives, instructions, and manuals regarding test and evaluation; includes test and evaluation policy, guidance, and responsibilities for systems acquired in support of 25- and 70-series regulations; discusses activities such as developmental and operational test and evaluation; Test and Evaluation Master Plan; critical operational issues and criteria; software test and evaluation; models and simulations in support of test and evaluation; test support packages; and instrumentation, targets, and threat simulators.

Series Number: 75

Title: Explosives

Description: Responsibilities and procedures in connection with explosive ordnance disposal, use, safety, and disposition of explosives.

Series Number: 95

Title: Aviation

Description: Army flight regulations and operations; military aircraft identification and security control; Army aviator flying proficiency and instrument qualification, ratings, logging of flying

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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time, and records; investigation of flight violations; flight information and navigational aids; flying safety; airfields and heliports; and techniques, procedures, and personnel qualifications involved in flight training. Publications pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series.

Series Number: 105 (Being converted to 25-10 through 25-29.)

Title: Communications-Electronics

Description: See 25-10 through 25-29.

Series Number: 108 (Being converted to 25-90 through 25-95.)

Title: Audiovisual Services

Description: See 25-90 through 25-95.

Series Number: 115

Title: Climatic, Hydrological, and Topographic Services

Description: Army requirements for weather service information such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service Procedures covering hydrological matters. Production, procurement, storage, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data.

Series Number: 130

Title: Army National Guard

Description: Organization of the ARNG and functions of the NGB. National Guard air defense program and personnel and logistical support. Excludes publications that are generally related to USAR and Reserve Components (including both the National Guard and USAR); these publications are placed in the 135 or 140 series.

Series Number: 135

Title: Army National Guard and Army Reserve

Description: Organization, administration, training, and logistical support of the Reserve forces (the National Guard and USAR). Includes voluntary and involuntary order to active duty of individual members and units of the Reserve forces and call to active duty of ARNG units. Publications pertaining to the ARNG and USAR singly are placed in the 130 and 140 series; those pertaining to Reserve Component personnel on active duty are placed in the appropriate subject series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 140

Title: Army Reserve

Description: Mission, organization, administration, and training of the USAR and functions relating primarily to the USAR, including but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Publications concerning USAR personnel on active duty are placed under the appropriate subject series.

Series Number: 145

Title: Reserve Officers' Training Corps

Description: Functions, responsibilities, organization, and procedures concerning the administration of the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps.

Series Number: 165

Title: Religious Activities

Description: Functions and duties of chaplains and auxiliary chaplains; religious programs, including services, sacraments, and rites; use of chapels and similar activities; character guidance; and religious reports.

Series Number: 190

Title: Military Police

Description: Enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

Series Number: 195

Title: Criminal Investigation

Description: Functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. Includes matters pertaining to evidence, polygraph, special funds, selection, and identification of investigators and other matters appropriate to criminal investigation activities.

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Series Number: 200

Title: Environmental Quality

Description: Actions relating to Army environmental management, including programs, policies, instructions, and activities. Matters affecting the quality of the human environment such as impact on the atmosphere, natural resources, water, and the community.

Series Number: 210

Title: Installations

Description: Responsibilities of installation commanders and administrative and management functions pertaining to installations. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial-institutions, sale of products and services, and similar functions applicable at installation level and not specifically provided for in other series.

Series Number: 215

Title: Morale, Welfare, and Recreations

Description: Responsibilities and procedures for operation of the special services program Army-wide, which includes entertainment, sports participation at various levels, crafts, motion picture services, libraries (other than law), service clubs, and other forms of recreation and welfare.

Series Number: 220

Title: Field Organizations

Description: Mission, functions, organization, and status of field-type units and activities. Actions affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals.

Series Number: 230

Title: Nonappropriated Funds and Related Activities

Description: Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.

Series Number: 235

Title: Industrialized Activities and Labor Relations

Description: Establishment and operation of commercial and industrial-type activities managed

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

by the Army to provide products and services and procurement of contract support services. Matters concerning industrial labor relations, involving unions, contractors, and industry in connection with supplies and services furnished the Government under contract.

Series Number: 290

Title: Cemeteries

Description: Development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army.

Series Number: 310 (Being converted to 25-30 through 25-49.)

Title: Military Publications

Description: See 25-30 through 25-49m

Series Number: 325

Title: Statistics

Description: Policies, procedures, techniques, and standards applicable to the compilation and presentation of statistical data for use within DA and clearance of statistical material for release outside DA.

Series Number: 335 (Being converted to 25-1 through 25-9.)

Title: Management Information Control

Description: See 25-1 through 25-9.

Series Number: 340 (Being converted to 25-50 through 25-69.)

Title: Office Management

Description: See 25-50 through 25-69.

Series Number: 350

Title: Training

Description: Instruction of personnel in performance of military functions and in tasks and exercises to increase unit combat readiness. Includes basic training and individual training in

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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military techniques, doctrines, and tactics. Also includes on-the-job training for military or civilian personnel such as supervisory, management, first aid, security, recognition, and physical training. Excludes subjects in the 351, 352, and 621 series.

Series Number: 351

Title: Schools

Description: Training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. Includes educational opportunities provided through branch service schools, officer candidate schools, the U.S. Military Academy, the Army War College, the Command and General Staff College, and similar schools and colleges.

Series Number: 352

Title: Dependents' Education

Description: Planning, supervising, and conducting dependents' schools and educational systems and programs.

Series Number: 360

Title: Army Public Affairs

Description: Public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers programs; relations with public news media and industry; and field press censorship.

Series Number: 370 (Being converted to 25-96 through 25-100.)

Title: Libraries-Information Centers

Description: See 25-96 through 25-100.

Series Number: 380

Title: Security

Description: Identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified matter; industrial security; investigations involving compromise of classified information; access to classified data; and other matters pertaining to security. Also policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 381

Title: Military Intelligence

Description: Collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data. Matters relating to subversion, espionage, and counterintelligence activities.

Series Number: 385

Title: Safety

Description: Administration of the Army Safety Program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accidents and incidents. Some other elements of safety are placed in respective subject series.

Series Number: 405

Title: Real Estate

Description: Acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate.

Series Number: 415

Title: Constructions

Description: Construction at military installations and facilities under DA control, including design, funding, and awarding of contracts and administration of construction programs. Excludes civil works construction, master planning (see 210 series), and work classified as maintenance and repair (see 420 series).

Series Number: 420

Title: Facilities Engineering

Description: Activities pertaining to the maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition expansion, alteration, conversion, or replacement of an existing real property facility), abatement

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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of environmental pollution, management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services (custodial services, entomological services, refuse collection and disposal, snow removal, and ice alleviation).

Series Number: 500

Title: Emergency Employment of Army and Other Resources

Description: Actions involved in preparing for war or emergencies, bringing the Army to a state of readiness, and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken during riots, demonstrations, other disorders, floods, earthquakes, storms, fires, and accidents. Planning and operations in support of the National Civil Defense Program. Publications pertaining to specific subjects concerning emergency employment or mobilization are placed in the appropriate subject series.

Series Number: 525

Title: Military Operations

Description: DA Command and Control System and other requirements for combat operational information; activities and functions in support of military operations; resources and equipment used; lessons learned; search and rescue operations; and strategic and tactical planning. Includes use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives.

Series Number: 530

Title: Operations and Signal Security

Description: Policies, responsibilities, and procedures for operations security, communications security, electronic security, control of compromising emanations, and related matters.

Series Number: 550

Title: Foreign Countries and Nationals

Description: Matters pertaining to foreign nations and countries that affect the Army and military and civilian personnel. Subjects relating to foreign nationals as individuals such as visits to U.S. military activities, training, and orientation by the U.S. Army. Publications that concern foreign countries and that are in specific subject areas are placed in the appropriate subject series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 570

Title: Manpower and Equipment Control

Description: Criteria for authorizing, allocating, utilizing, and programming for military and civilian manpower and equipment. Includes criteria for establishing manpower and equipment requirements in Army authorization documents. Procedures for preparation and publication of authorization documents will be numbered 25-30 through 25-49.

Series Number: 600

Title: Personnel--General

Description: Subjects pertaining to military and civilian personnel not specifically provided for in other 600 series or subjects containing procedures pertaining to more than one personnel series.

Series Number: 601

Title: Personnel Procurement

Description: Appointment of officer personnel, enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

Series Number: 602

Title: Soldier-Materiel Systems

Description: Policies, procedures, and standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering; computer-assisted instruction; devices for personnel testing, interviewing, and training; automated physical examinations; and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention.

Series Number: 604

Title: Personnel Security Clearance

Description: Granting, denial, suspension, and revocation of security clearances of DA personnel, both military and civilian, for access to classified defense information. Activities affecting loyalty or suitability of personnel for security clearances. Special requirement for clearances of personnel with certain duties and positions. Excludes types of personnel security investigations and conduct of such investigations that are placed in the 381 series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 608

Title: Personal Affairs

Description: Matters of personal concern to the soldiers, their dependents, and the community such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific subject series.

Series Number: 611

Title: Personnel Selection and Classification

Description: Methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs.

Series Number: 612

Title: Personnel Processing

Description: Processing of military personnel upon entry into the Service, in a training or temporary unassigned status, upon assignment overseas and return, and for separation from the Service.

Series Number: 614

Title: Assignments, Details, and Transfers

Description: Length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the Services involving Army personnel and uniformed members of the other Services.

Series Number: 616

Title: Personnel Utilization

Description: Functions, procedures, and techniques to maintain the personnel posture of the Army. Effective use of soldiers and their skills and abilities. Publications relating to manpower management and utilization of manpower resources are placed in the 570 series.

Series Number: 621

Title: Education

Description: Army programs to improve the general educational level of military personnel,

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

provisions for nonmilitary opportunities and services, and scholarships, fellowships, and grants offered by civilian institutions. Excludes training in military schools (351 series) and dependents' education (352 series).

Series Number: 623

Title: Personnel Evaluation

Description: Measurement of the performance of soldiers in their duty assignments or as students, through the use of evaluation reports, academic reports, and similar rating systems.

Series Number: 624

Title: Promotions

Description: Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

Series Number: 630

Title: Personnel Absences

Description: Leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a, desertion status; and absences from regular duty or post because of pass, authorized administrative absences, or public holiday.

Series Number: 635

Title: Personnel Separations

Description: Separation of military personnel from the Service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons for discharge; and physical evaluation of individuals for retention, separation, or retirement.

Series Number: 638

Title: Deceased Personnel

Description: Responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. Includes disposition of personal effects of deceased personnel.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 640

Title: Personnel Records and Identification of Individuals

Description: Initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; and access to records by authorized individuals. Preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons.

Series Number: 670

Title: Uniform and Insignia

Description: Items of the uniform and insignia worn by soldiers, including the materials, design, manner, and occasions for wearing. Uniforms and allowances for civilians whose special positions or duties requires wearing a uniform.

Series Number: 672

Title: Decorations, Awards, and Honors

Description: Design, eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; and special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors. Salutes, honors, and visits of courtesy.

Series Number: 680

Title: Personnel Information Systems

Description: Functions and procedures pertaining to personnel accounting and reporting of data concerning soldiers and civilians. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.

Series Number: 690

Title: Civilian Personnel

Description: Administration of the Civilian Personnel Program, including recruitment, placement, details, career development, employee-management relations, and other related matters. The civilian personnel matters, such as uniforms, incentive awards, and pay, are placed in specific subject series.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 700

Title: Logistics

Description: Logistics policies, procedures, and support covering supplies, equipment and facilities in several different logistical areas. Publications pertaining to a specific logistical function are placed in the appropriate 700 series.

Series Number: 701

Title: Logistics Plans

Description: Policies and procedures pertaining to development, preparation, and supervision of plans to support the Army Materiel Plan. Includes but is not limited to plans for procurement of items, distribution of newly adopted or modernized principal items of equipment, control or items in short supply, war planning, and other plans in keeping with changing Army logistics requirements.

Series Number: 702

Title: Product Assurance

Description: Policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycles, including materiel reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of products (or system) effectiveness.

Series Number: 703

Title: Petroleum Management

Description: Policies and procedures relating to management of petroleum, petroleum products, related material, and associated equipment. Includes procurement, storage, distribution, transportation, issue, control, use, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess.

Series Number: 708

Title: Cataloging of Supplies and Equipment

Description: Policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in DA and DOD.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

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Series Number: 710

Title: Inventory Management

Description: Control of items of supply within the supply system , including procedures for establishing and maintaining requisitioning objectives and maintaining inventory data on the quantity, location, and condition of supplies and equipment due in, on hand, and due out; for determining quantities of materiel available and/or required for issue; and for facilitating distribution and management of materiel.

Series Number: 715

Title: Procurement

Description: Procurement of material and services through purchase or contract from sources outside the Army. Includes such functions as priorities and allocations, procurement inspection, and quality control; high-dollar parts; small business procedures; and open-end contract information.

Series Number: 725

Title: Requisition and Issue of Supplies and Equipment

Description: Procedures pertaining to requisitioning and issue of supplies and equipment. Includes special requisitioning and issue systems such as Military Standard Requisitioning and Issue Procedures.

Series Number: 735

Title: Property Accountability

Description: Authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. Includes pricing; accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.

Series Number: 740

Title: Storage and Supply Activities

Description: Organization, mission, and functions of Army depots; establishments, status, and use of store and warehousing facilities; warehousing and depot operations; and performance measurement. Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, inspection incident to storage functions, and reissue of materiel.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

Series Number: 742

Title: Inspection of Supplies and Equipment

Description: Examination, testing, and surveillance of the physical condition, serviceability, and usability of materiel in use or in storage for conformity with prescribed quality standards and safety procedures. Inspections relating to procurement or maintenance are placed in the appropriate subject series.

Series Number: 746

Title: Marking, Packing, and Shipment of Supplies and Equipment

Description: Painting and marking of Army materiel for identification. Preparation of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments.

Series Number: 750

Title: Maintenance of Supplies and Equipment

Description: Actions taken to retain materiel in a serviceable condition or to restore it to serviceability, repair, rebuild, and reclamation. Includes activities and operations responsible for maintenance functions.

Series Number: 755

Title: Disposal of Supplies and Equipment

Description: Reporting, using screening, redistributing, and disposing of excess, surplus, and foreign excess personal property.

Series Number: 840

Title: Heraldic Activities

Description: Authority for and description, display, and use of flags, guidons, tabards, and automobile plates used by Army organizations and personnel.

Series Number: 870

Title: Historical Activities

Description: Preparation and use of historical data and studies; administration of the Army Historical Program; organizational history, lineage, and honors; establishment and maintenance of museums; historical services; and acquisition, accountability, and disposition of historical properties.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

OM 25-1-51
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Series Number: 920

Title: Civilian Marksmanship

Description: Promotion of civilian rifle practice, including matches and competition in the use of rifled arms. Includes organization, functions, and responsibilities of the National Board for Promotion of Rifle Practices and the Office of Director of Civilian Marksmanship. Also pertains to the issue of arms, ammunition, and supplies to civilians and the procurement and award of trophies, badges, and medals.

Series Number: 930

Title: Service Organizations

Description: Organization and functions of the Veterans= Administration (VA) and VA field activities; procedures for exchange of records between VA and DA; and services provided by VA and recognized veterans organizations. Authority, benefits, eligibility for admission and other matters relating to the U.S. Soldiers= Home, Washington, DC. Authority, organization, operations, and procedures of the Army Emergency Relief. Mission and operations of the United States Organization, Inc.; logistical support, privileges, and services provided by the Army; and USA services provide to the Army. Mission and operations of the American National Red Cross; support, privileges and facilities provided by the Army; and use of Red Cross services by the Army.

Figure B-1. DA Classification/Numbering System (AR 25-30) (Continued)

OM 25-1-51
30 Jun 99

Series Number: 1105

Title: Planning

Description: Formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works). Also for military construction projects, including pre-authorization, post-authorization, and modification activities of a planning nature preceding detailed design and implementation. Includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports preparation and processing, and pertinent coordination and information activities.

Series Number: 1110

Title: Engineering and Design

Description: Design of military, civil, and other agency construction projects including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes. Actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects.

Series Number: 1115

Title: Systems Engineering Support

Description: Activities to support development of Corps of Engineers System Engineering plans and requirements as related to design of complex or high performance facilities real property or plant electro-mechanical systems during criteria development, design, construction, and initial site activation phases; includes development/implementation programs as well as specifying and preparing documentation for operations research, standardization, configuration management, maintainability, reliability, and training; preparation of operations and maintenance, and logistics data; provisioning of repair parts, tools and test equipment; and providing procurement support. (NOTE: This series is established to primarily satisfy the mission requirements of the U.S. Army Engineering and Support Center (CEHNC)).

Series Number: 1125

Title: Plant

Description: Formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property and facilities.

OM 25-1-51
30 Jun 99

Figure B-2. USACE Special Numbers Addendum

Series Number: 1130

Title: Project Operation

Description: Policy and procedures governing the day-to-day operations of projects in service. Publications on safety, physical security, and some elements of administration will be placed in their respective subject areas.

Series Number: 1135

Title: Pubic Hearings

Description: Requirements for, policy on, conduct of, and documentation of public hearings in connection with proposed public works projects.

Series Number: 1140

Title: Work for Others

Description: Policy practices and procedures governing work performed for other Federal agencies, state, and local governments, foreign governments and private parties.

Series Number: 1145

Title: Civil Regulatory Functions

Description: Actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, issuance of permits, removal of obstructive wreckage from navigable waterways, harbor, and bulkhead lines, piers or dolphins in navigable streams delineation of anchorage and quarantine areas, disposal of soil in or adjacent to navigable waters. **(Excludes licenses and permits granted at reservoir projects which are in the 405 series (real estate)).**

Series Number: 1150

Title: Local Cooperation

Description: Actions pertaining to administration of the local cooperation provisions of project authorizations approved by Congress.

Series Number: 1160

Title: Cost Allocation for Multiple-Purpose Projects

Description: Policy and procedures governing the allocation of operating costs to the separable features of public works water projects.

Figure B-2. USACE Special Numbers Addendum (Continued)

Series Number: 1165

Title: Water Resource Policies and Authorities

Description: Activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Corps of Engineers.

Series Number: 1180

Title: Contracts

Description: Implementation of Defense Acquisition Regulation (DAR) and Army Procurement Procedure (APP).

Series Number: 1190

Title: Civil Preparedness

Description: Implementation of DoD guidance on civil preparedness activities assigned to the Corps of Engineers.

Figure B-2. USACE Special Numbers Addendum (Continued)

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<u>Series Number</u>	<u>Subject Covered</u>
400	Recreation
500	Wastewater Program
1000	Photogrammetric Mapping (Surveying)
1100	(not assigned)
1200	Environmental Engineering
1300	Cost Estimates
1400	Hydrologic and Hydraulic Analyses
1500	Sedimentation and Debris Investigations
1600	Hydrologic Design
1700	Hydro Power
1800	Subsurface Investigations
1900	Soil Mechanics Design
2000	Concrete
2100	Working Stresses for Structural Design
2200	Gravity Dam Design
2300	Earth Embankments
2400	Structural Design of Spillways and Outlet Works
2500	Wall Design
2600	Navigation Lock and Dam Design
2700	Crest Gates
2800	Control Gates and Valves
2900	Design of Miscellaneous Studies
3000	Hydroelectric Power Plants
3100	Pumping Stations
3200	Electrical and Mechanical Design
3300	Beach Erosion Studies
3400	Paint
3500	Foundation Grouting
3600	Reservoir Regulation
3700	Corrosion Mitigation
3800	Excavation
3900	Levees and Channel Protection
4000	Hazardous and Toxic Radioactive Waste (HTRW)
5000	Dredging
6000	Earthquakes

Figure B-3. Third part number designations applicable to EMs in 1110-1 and 1110-2 series.